

## Training Course Booking Form

Please submit a separate application form for each applicant and for each course attended.

<b>Title:</b>		<b>First Name(s):</b>	
<b>Surname:</b>		<b>Position:</b>	
<b>Company:</b>			
<b>Address:</b>			
<b>Postcode:</b>		<b>Country:</b>	
<b>Telephone:</b>		<b>Fax:</b>	
<b>Email:</b>			
<b>Course Title:</b>			
<b>Course Date:</b>		<b>Location:</b>	
<b>Payment Method:</b>	<b>Credit Card</b> [ <input type="checkbox"/> ]	<b>Cheque with order</b> [ <input type="checkbox"/> ]	<b>Bank Transfer</b> [ <input type="checkbox"/> ]
<b>Purchase Order Number:</b>		<b>Sales Person:</b>	
<b>Food Restrictions? (e.g. vegetarian, nut allergy etc)</b>			
If you have any medical condition or disability which you feel we should be aware of, please notify us before the start of the course			
<b>Transport required from Ramada Hotel? Yes / No</b>			
We have a special discount rate with the Ramada Encore Hotel, Chatham which still allows cancellation up to 6pm on the first day of the hotel reservation. From time to time they offer additional discounts, but in return you waive your right to cancel. In exceptional circumstances we may need to postpone or cancel a course. Please note that, if you waive your right to cancel, you do so at your own risk.			
<b><u>Please return this form to:</u></b>			
<b>Fax:</b> +44 (0) 1634 297533		<b>Email:</b> sales@hplccourses.com	
<b>Post:</b> Laserchrom HPLC Labs Ltd, Units B16-18, Laser Quay, Medway City Estate, Rochester, Kent, ME2 4HU			
<b><u>Terms and Conditions</u></b> (Summary. For full terms and conditions see www.hplccourses.com)			
A <b>Provisional Booking</b> will be made on receipt of a booking form which becomes a <b>Confirmed Booking</b> on receipt of full payment. Payment <u>must be received in full</u> , no later than 2 weeks before commencement of the course, or the place will be offered to another applicant.			
Once we confirm your booking, it is subject to the following cancellation terms:			
i. Cancellations more than 4 weeks before the date of commencement of the course - no charge and full refund.			
ii. Cancellations 2-4 weeks before the commencement of the course, 50% refund or a place on the next course.			
iii. Cancellations less than 2 weeks before the commencement of the course, no refund or 50% discount on a place on the next course.			
If a place is not available for the date(s) you requested, we will contact you and offer you an alternative date.			
If submitting this form unsigned by email, submission of the form is taken as acceptance of these terms and conditions.			
<b><u>Signed:</u></b> Having read and accepted the terms and conditions		<b><u>Date:</u></b>	